



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Senior Accountant
Posting Number	PN# 107047
Department	Houston Airport System
Division	Finance
Section	Various *
Reporting Location	16930 John F. Kennedy Blvd. *
Workdays & Hours	Varied, normally M – F *

*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs a variety of complex professional accounting activities under minimum supervision. Plans and carries out broad assignments with responsibilities for recommending changes in accounting methods and procedures. Prepares and processes a variety of accounting transactions. Establishes and maintains various accounting systems and/or records. Works with departmental P-card coordinator in the management of departmental P-card purchases and reporting. Prepares spreadsheets or database to effectively communicate travel and membership related expenditures with other division staff. Monitor P-card activity and correct entries incorrectly charged. Reviews and reconciles appropriate accounts and/or contracts with monthly statements and reports. Prepares journal entries, financial statements and monthly reports using computer software. Utilizes computers to input, retrieve and display accounting information. May provide guidance to lower level accountants and accounting clerks. Assists with special accounting projects as required.

WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe and differentiate details and colors; walk, sit and/or work at computer terminal for extended periods; lift, pull or push physical objects and able to lift up to twenty (20) pounds; operate city vehicles; attend to details amid distractions; analyze abstract information; adjust to interruptions and changes; and deal with people in tense situations. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of eighteen (18) hours in Accounting.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of professional accounting experience. Professional accounting experience may substitute for the educational requirement on a year-for-year basis except for the required minimum of 18 hours in Accounting. A Master's degree in Accounting, Business Administration or a closely related field, such as Finance, may substitute for two (2) years of the experience requirement.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Strong computer skills working in Windows XP environment with proficiency in spreadsheets and working knowledge of databases, preferably Microsoft Office. Preference will be given to applicants with experience in governmental accounting and/or SAP accounting systems. Ability to interact professionally with the public as well as other City and Aviation employees.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20	
\$1,436.00 - \$1,660.00 Biweekly	\$37,336.00 - \$43,160.00 Annually

OPENING DATE

OCTOBER 12, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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